

To: Rhode Island Renewable Energy Fund Advisory Board
From: Nancy Selman
Date: June 2003
Re: Meeting Minutes for May 13, 2003

Next meeting dates: Second Tuesday of every month. 6/10, 7/8, 8/12, 9/9, 10/14, 11/11, 12/9.
In attendance: See attached Attendance List.

1) General Business

- a) An Update was circulated prior to the meeting with other meeting materials. The Advisory Board accepted the Update.
- b) Meeting Minutes from April were approved.
- c) The Wind RFI has been completed and is being circulated.

2) Guidelines

- a) Mission of the fund: Add to item 2a) ; especially in the State of Rhode Island.
- b) Advisory Board definition. Add language regarding how the Advisory Board was conceived and that members will be replaced if they are unable to attend meetings regularly. Also discussed making clear that SEO selects members.
- c) Decision making. See "Ground rules" below.
- d) Proxy vote. Members of the Advisory Board who unable to attend a meeting may, in advance of the meeting, provide the SEO with an indication of their position on any matter before the Advisory Board at that meeting. Agreed no proxy voting to encourage members to attend
- e) Open Meetings. See "Legal counsel" below. An additional suggestion was made for dealing with the issue of open meetings: have subcommittees deal with confidential materials and issues in closed meetings.
- f) Legal counsel. A decision was made to suspend discussion of the Open Meetings, Confidentiality and Conflict of Interest sections of the Guidelines until legal counsel has been retained to review and edit those sections. The Advisory Board approved SEO searching for outside counsel in the case that the State Department of Administration (DOA) cannot support the Fund with legal counsel. A list of tasks for which the Fund needs legal counsel will be drafted.
- g) Ground rules – A suggestion was made to adopt the Greenhouse Gas Stakeholders Group ground rules for the Fund. Ground rules will be edited and circulated prior to next meeting.
- h) Voting. The voting section will be changed to say that the SEO may consider proxy input submitted prior to the meeting.
- i) Subcommittees – sign up sheets for 3 subcommittees were circulated.

- j) Supported technologies. Current list includes as much as legislation allows. Not sure if fuel cells are eligible. May be reviewed by policy subcommittee.
 - k) Noncompliant proposals. It was decided that the issue of whether to accept variances would be determined during the development phase of a program. The Guidelines should state that a noncompliant proposal will be considered at the discretion of the SEO.
Additional suggestions made for dealing with variances were: set a deadline 3 weeks before the final deadline to request a variance and post all variances on the website so that other proponents can see, or hold a prebid conference to discuss possible variances.
 - l) Monitoring and Evaluation – CESA is sponsoring a project to develop monitoring and evaluation guidelines for renewable energy funds being operated in various states.
Further development of this section will postponed until after CESA study is finalized.
 - m) Annual report - Will be distributed to others in addition to the legislature.
 - n) Confidentiality – Consultants and Advisory Board will sign confidentiality /nondisclosure agreements for information that SEO designates as confidential information. Will have legal counsel develop the NDA.
 - o) Contracts - Are issued by administrator.
 - p) Conflict of interest – Advisory Board members may inform SEO of possible conflicts involving others. Advisory Board members should not be involved in discussion of issues in which they have conflicts.
 - q) Advisory Board Liability – a new section heading was added and will be developed by legal counsel
- 3) Budget - No substantive changes were made. The Advisory Board approved the budget as a working budget and a record of the voting was made.
 - 4) Small Customer RFP Registrations.
 - a) Renewable Choice Energy. Registration/application was circulated for discussion during the June meeting.
 - b) PP&L. Bob Grace prepared a memo recommending approval of the registration pending receipt of PUC registration as supplier. A letter will be sent to PP&L accepting the registration pending the PUC registration and with the following clarifications:
 - i) The incentive is not available for signing up one-time purchasers of RECs; and
 - ii) For customers purchasing only one block the incentive is \$63, not \$125.
 - 5) Kate Canada suggested the Fund provide money for a bus for a field trip to take interested people to see the wind turbine in Hull, MA. Kate will develop a proposal.
 - 6) Narragansett is hosting a Residential Electric Forum on 5/21 at 7 pm at the Crowne Plaza. Please RSVP if you plan to attend.
 - 7) Narragansett may be filing its Green Pricing program with the PUC in June or July, more likely June, for a Fall 2003 start date.

Decisions

- 1) Changes were made to the Guidelines.
- 2) The Advisory Board approved the search for outside counsel to support the Fund if the DOA does not provide legal support.
- 3) The Budget was approved as a working budget.

Actions/Followup

- 1) Draft a list of tasks for legal counsel.
- 2) A letter will be sent to PP&L accepting the Small Customer Registration (subject to PUC registration and clarifications.)
- 3) Renewable Choice Energy's Small Customer Registration will be discussed at the June meeting.
- 4) Kate Canada will develop a proposal for a field trip sponsored by the Fund to see the wind turbine at Hull.

Attendance

Bisson, Terri
Canada, Kate Strouse-
Capobianco, Julie
Ciminero, Gary
Condon, Al
Contente, Al
D'Ovidio, Christopher A.
Grace, Bob
Hartley, Doug
Hill, Michael
Howe, Tim
Jacobson, David
McClanaghan, Janice
Penfield, Mathew D.
Rose, Vin
Selman, Nancy